

# GREAT HANWOOD PARISH COUNCIL

Parish Clerk/RFO: Rebecca Turner, The Old Police House, Nesscliffe, SY4 1DB

Telephone: 01743 741611, email: greathanwoodpc@gmail.com

Website: [www.greathanwoodpc.org.uk](http://www.greathanwoodpc.org.uk)

## MINUTES OF COUNCIL MEETING HELD ON MONDAY 5<sup>TH</sup> JULY 2021 AT 7.45PM, AT HANWOOD VILLAGE HALL

**Present:** Cllrs. Evans (Chairman), Bromage, Chadwick, Fox, Jones

**Absent:** Cllrs. Davies, Dowley & Glover

**Public:** 0

**In attendance:** R. Turner (Clerk)

### 21/2122 DECLARATION OF ACCEPTANCE OF OFFICE & DPI FORMS

All received.

### 22/2122 PRESENT & APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs. Davies, Dowley & Glover.

### 23/2122 DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS

a) *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.*

None declared.

b) *Dispensation requests*

None being sought.

c) *Gifts or hospitality*

None declared.

### 24/2122 PUBLIC PARTICIPATION SESSION

No members of the public were present.

25/2122 **MINUTES** – it was **RESOLVED** to confirm the minutes of the Annual Council Meeting dated 20<sup>th</sup> May 2021 as being a true record and the chairman was authorised to sign them.

### 26/2122 REPORTS

a) *Police Report & Annual Parish Council Survey*

No report. It was noted that PC Cookson has retired – the parish council recorded its thanks for his service and wished him a happy retirement. PC Simon Lewis has replaced him. Cllr. Chadwick offered to complete the annual survey.

b) *Shropshire Council*

Cllr. Evans reported that the Local Plan is going to a SC meeting on 15<sup>th</sup> July, recommending it is submitted by Planning Inspectorate. The new crossing is now in place and working.

c) *Youth club*

Grant may be available from UK Youth.

d) *Village Hall*

Written report from Cllr. Davies - the question was raised as to who is responsible for the footpath that runs from the road (near the crossing) alongside the Reabrook to the Village Hall grounds. Cllr. Evans said that the footpath is SC Countryside Team and wooden boards are Network Rail. Clarification to be sought from Cllr. Davies on what the concern was.

It was also agreed to find out who is responsible for the footpath by the Church and find out if EMG can be used to clear it.

The VH are planning a FUN-DAY on Saturday 4 September starting at 1.00pm. Helpers are needed and it is hoped there will be a good turnout. The VH are planning a FUN-RUN on Saturday 16 October. Prizes and Helpers (Marshalls) are needed.

e) *St Thomas PCC –*

Cllr. Bromage – church now doing services that can pre-book to attend and some limited opening for christenings and weddings. Ask if continuing with newsletter and do they need the annual grant.

f) *Speed Camera Working Group*

Meeting held on 16<sup>th</sup> June, notes circulated. PCC visit to Gloucs. postponed due to diary clashes. Awaiting police re-arranging the meeting.

g) *Open spaces/memorial garden/public realm working group*

Group to organise a walk-through date through the village, cc other, involve the school in re-design.

h) *Pontesbury & Hanwood Joint CIL Working Group*

Pontesbury have now agreed to form working group and designated councillors and suggesting a meeting on 13<sup>th</sup> July, 6pm – Cllr. Evans, Chadwick and Bromage plus Cllr. Davies. Cllr. Glover to substitute. HVH figures for how much has been spent.

i) *Parish Councillor Reports (of external meetings attended)*

Cllr Bromage attended a defib meeting re clerks. Ideally check weekly, min fortnightly – Cllr. Bromage to check.. Case is heated. Clerk to double check that its registered with WMAS.

27/2122

## FINANCIAL MATTERS

a) *Q1 Budget Report & Bank Reconciliation* – see Appendix 1. Clerk has contacted external auditor for advice for advice re payment of £30 missed off the AR.

b) *Grant Application from Hanwood Village Hall 2020* – it was **RESOLVED** to approve a grant of £2,500.

c) *EMG scheme update* – grant approved.

d) *Payments including payments made between meetings* – it was **RESOLVED** to approve the following:

Ref	Payee	Item	Method	Net	VAT	Gross
P10-2122	HMRC	PAYE Q1	BACS	£327.80	£0.00	£327.80
P11-2122	R Turner	Salary May	SO	£437.17	£0.00	£437.17
P12-2122	Landright Services	Maintenance contract	SO	£260.00	£52.00	£312.00
P13-2122	SCPF	Pension May	SO	£109.44	£0.00	£109.33
P14-2122	R Turner	Salary June	SO	£437.17	£0.00	£437.17
P15-2122	Landright Services	Maintenance contract	SO	£260.00	£52.00	£312.00
P16-2122	SCPF	Pension June	SO	£109.33	£0.00	£109.33
P17-2122	The Helping Hand Co	Litter picking kit	BACS	£95.75	£19.15	£114.90
P18-2122	Corporate Togs Group	Litter picking kit	BACS	£	£0.00	£48.86
P19-2122-	Web Orchard	Website and domain	BACS	£200.00	£40.00	£240.00
P20-2122	SCPF	Pension July/backpay	BACS	£120.84	£0.00	£120.84
P21-2122	R Turner	Salary July/backpay	BACS	£483.85		£483.35
P22-2122	HMRC	PAYE Q1	BACS	£327.80	£0.00	£327.80
P23-2122	R Turner	Expenses June	BACS			£33.20
P24-2122	Hanwood Village Hall	Grant	BACS	£2500.00	£0.00	£2,500.00

e) *Income received* – none.

28/2122

## PLANNING NOTIFICATIONS – FOR INFORMATION

1) 21/01669/LBC - White House, Hanwood, Shrewsbury, Shropshire, SY5 8LP

Proposal: Internal alterations, change of windows and construction of garden structures

**Decision: Grant Permission**

- 2) 21/02020/FUL - Meifod , Nobold Lane, Shrewsbury, SY5 8NW  
Proposal: Erection of single storey front extension, conversion of garage and removal of flat roof over garage and replace with pitched roof  
**Decision: Grant Permission**
- 3) 21/02026/FUL - 7 Post Office Lane, Hanwood, Shrewsbury, SY5 8LR  
Proposal: Erection of a single storey extension and associated alterations following some demolition works  
**Decision: Grant Permission**

29/2122 **PLANNING APPLICATIONS – FOR CONSIDERATION**  
None received at time of issuing agenda.

30/2122 **PARISH MATTERS –updates and new matters**

- a) *Caradoc Play area – maintenance, inspections and improvements & litter picking* – litter picking kit has been bought. Clerk to do risk assessment.
- b) *Storage of parish council files* – the council were in favour of sourcing archive storage arrangements off-site.
- c) *Defibrillator* – purchase of heated cabinet & review of governance procedures- heated cabinet not needed, Cllr. Bromage to commence fortnightly checks.
- d) *Litter bins*- Hanwood Heights bins in situ and in use. The bin by entrance to Caradoc still not there.
- e) *Crossing at Hanwood Bank* – Cllr. Evans has asked Shropshire Homes if they wanted to do a press release?
- f) *Safe Cycle route into Shrewsbury* – Cllr. Chadwick picked this point up following the APM. Edgebold Roundabout is a key pinch point and A488 quite windy. Could ask SC again for a speed limit – where is the project up to with SC?
- g) *Dog mess* – dog mess signs were removed when streetlights replaced. Clerk to look into what signs are available.
- h) *Corporate logo & photos for website* – councillors to think of ideas for a parish logo.
- i) *Reports of other parish matters*
  - Meeting re Orchard Lane/crossing – likely to be in July
  - Open meeting to discuss other parish matters Sep
  - Poplars Avenue sign replaced.

31/2122 **CORRESPONDENCE** – noted and the following actions agreed: *Queen's Platinum Jubilee 2022* – contact PCC and Cock Inn, Village Hall re their plans. Raise idea of beacons with Pontesbury PC?

- a) *A488 Hanwood Road – Roadworks - 1st July 2021 to 13th August 2021*  
*Purpose: Surface Dressing Site 450 Prep Works 01 July (Overnight works) Dressing Works 21 July - 23 July (Daytime working) Lining Works 11 August - 13 August (Daytime working)*  
*You can view the closure and diversion route by clicking here:*  
<https://one.network/?tm=122689521>
- b) *Community Diagnostic Hubs survey*
- c) *Highways Maintenance presentation*
- d) *Community Governance* – being looked at e.g. boundaries. Agreed to notify SALC that Hanwood wants be kept informed and may want to make representations re future boundaries.

32/2122 **NEXT MEETINGS**

- a) *Council Meeting(s)* – 6<sup>th</sup> Sep, 7.45pm (Hanwood VH)
- b) *Items for next meeting agenda- to note requests.*  
The following are outstanding from the last meeting & could be rolled forward:
  - Website accessibility audit
  - Asset condition report
  - Review of remaining policies
  - Place Plan
  - CGR
  - Electoral roll request – send to councillors.

33/2122     *It was **RESOLVED** that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded during discussion of Item 34/2122 due to the likely disclosure of confidential information*

34/2122     **EMPLOYMENT MATTERS**

a)     *Clerk's appraisal – it was **RESOLVED** to accept the appraisal recommendations & increase salary to SCP24, backdated to 1<sup>st</sup> April 2021.*

Meeting closed 9.16pm

Appendix 1:

Budget report & bank reconciliation 2021/22 Q1						
RECEIPTS	2020/21	Budget 2021/22	Actual Q1 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 25% & >£200)
Precept	£29,850.00	£32,700	£32,700.00	£0.00	100%	Paid upfront
Parish Portion - 15% CIL monies	£22,663.52		£35,571.91			Not known when budget set
Environmental Maintenance Grant	£1,025.00	£1,077	£0.00	£-1,076.50	0%	Payment delayed
Cherry tree royalty	£0.00		£0.00	£0.00		
VAT refund	£0.00		£0.00	£0.00		
Community donation	£4,000.00		£0.00	£0.00		
Covid-19 Grants	£500.00		£0.00			
Other	£590.24		£0.00			
<b>TOTAL RECEIPTS</b>	<b>£58,628.76</b>	<b>£33,777</b>	<b>£68,271.91</b>	<b>£-1,076.50</b>		
PAYMENTS	2020/21	Budget 2021/22	Actual Q1 2021/22	Variance £	% budget to date	Variance explanation (if greater than 15% variance from 25% & >£200)
<b>Administrative &amp; Establishment Costs</b>						
Clerk's Salary (incl pension)	£7,847.81	£8,240	£1,967.30	£-6,272.29	24%	
Mileage	£14.40	£250	£21.60	£-228.40	9%	
Office Expenses	£1,102.17	£700	£52.00	£-648.00	7%	Less travel as remote meetings pre May
Training/AGM (Clerk/Councillors)	£177.00	£300	£0.00	£-300.00	0%	
Hire of meeting rooms	£0.00	£250	£0.00	£-250.00	0%	Not invoiced yet
Audit (Internal & External)	£340.00	£340	£40.00	£-300.00	12%	
Insurance	£650.11	£750	£659.37	£-90.63	88%	Paid upfront
Subscriptions	£495.66	£550	£444.70	£-105.30	81%	SALC paid, SLCC to pay
Website	£200.00	£210	£0.00	£-210.00	0%	Not invoiced yet
ICO Registration	£35.00	£35	£0.00	£-35.00	0%	
Election Costs	£0.00	£1,050	£0.00	£-1,050.00	0%	Not invoiced yet
GDPR Compliance	£204.44	£220	£0.00	£-220.00	0%	Not invoiced yet
VAT	£3,105.11		£359.90	£359.90		
<b>Sub Total Admin &amp; Establishment Costs</b>	<b>£14,171.70</b>	<b>£12,895</b>	<b>£3,545</b>	<b>£-9,349.72</b>	<b>27%</b>	
<b>Street Lighting</b>						
Electricity	£345.77	£387	£0.00	£-387.45	0%	Q1 bill pending
Maintenance / Inspections	£198.34	£231	£0.00	£-231.00	0%	
<b>Sub Total Street Lighting</b>	<b>£544.11</b>	<b>£618</b>	<b>£0.00</b>	<b>£-618.45</b>	<b>0%</b>	
<b>Caradoc Play Area &amp; Village Hall grass cutting</b>						
Inspections	£857.00	£788	£0.00	£-787.50	0%	Not invoiced yet
Repairs/maintenance	£363.53	£500	£900.00	£400.00	180%	Includes additional maintenance needed
Grass cutting	£2,340.00	£2,080	£780.00	£-1,300.00	38%	Partway through cutting season
Improvements	£0.00		£0.00	£0.00		
<b>Sub Total Caradoc Play Area &amp; Village Hall grass cutting</b>	<b>£3,560.53</b>	<b>£3,368</b>	<b>£1,680.00</b>	<b>£-1,687.50</b>	<b>50%</b>	
<b>Street works/projects</b>						
War Memorial	£75.00	£125	£0.00	£-125.00	0%	
Bus shelter	£0.00	£63	£0.00	£-63.00	0%	
Noticeboards and benches	£0.00	£100	£0.00	£-100.00	0%	
Youth Club	£0.00	£4,000	£0.00	£-4,000.00	0%	
Defibrillator	£0.00	£100	£119.49	£19.49	119%	New pads needed
Memorial Garden	£0.00	£1,000	£0.00	£-1,000.00	0%	
Envt Grant Works	£2,275.00	£2,050	£0.00	£-2,050.00	0%	
<b>Sub Total Street Works/Projects</b>	<b>£2,350.00</b>	<b>£7,438</b>	<b>£119.49</b>	<b>£-7,318.51</b>	<b>2%</b>	
<b>Grants</b>						
Village Hall - annual grant	£7,452.00	£2,500	£0.00	£-2,500.00	0%	Not claimed yet
Village Hall - extra grant for equipment (not from NF)	£0.00	£1,000	£0.00	£-1,000.00	0%	Not claimed yet
Churchyard Maintenance	£1,036.00	£1,100	£0.00	£-1,100.00	0%	Not claimed yet
Discretionary Charitable Grants & Donations	£875.00	£500	£0.00	£-500.00	0%	Not claimed yet
Newsletter - grant to PCC	£0.00	£325	£0.00	£-325.00	0%	Not claimed yet
Speed camera project	£495.00	£5,000	£0.00	£-5,000.00		
<b>Sub Total Grants</b>	<b>£9,858.00</b>	<b>£10,425</b>	<b>£0.00</b>	<b>£-10,425.00</b>	<b>0%</b>	
<b>Other</b>	<b>£0.00</b>	<b>£0</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Transfer to/from general reserves</b>		<b>£-967</b>				
<b>GRAND TOTAL PAYMENTS</b>	<b>£30,484.34</b>	<b>£34,744</b>	<b>£5,344.36</b>	<b>£-29,399.18</b>	<b>15%</b>	
RESERVES	Actual balance 31.3.21	Receipts 2021/22	Expenditure 2021/22	Reserves as at Q1 2021/22		
<b>Ringfenced Reserves</b>						
Traffic Calming	£4,505.00	£0.00	£0.00	£4,505.00		
Election Expenses	£900.00	£1,050.00	£0.00	£1,950.00		
Play Equipment CVPA	£2,000.00	£0.00	£0.00	£2,000.00		
War Memorial	£500.00	£0.00	£0.00	£500.00		
Memorial Garden	£1,731.67	£0.00	£0.00	£1,731.67		
Parish Plan review	£2,000.00	£0.00	£0.00	£2,000.00		
Neighbourhood Fund	£24,689.10	£35,571.91	£0.00	£60,261.01		
Community donation ref Hanwood bank devt	£20,000.00	£0.00	£0.00	£20,000.00		
<b>Total Ringfenced Reserves</b>	<b>£56,325.77</b>	<b>£36,621.91</b>	<b>£0.00</b>	<b>£92,947.68</b>		
<b>General Reserves (balance b/f less ringfenced reserves)</b>	<b>£26,064.18</b>			<b>£-92,947.68</b>		
<b>Total Reserves</b>	<b>£82,389.95</b>					
<b>BANK RECONCILIATION Q1 2021/22</b>						
Balance b/fwd from 31st March 2021			£82,389.95			
less payments			£5,344.36			
add receipts			£68,271.91			
<b>BALANCE AS PER CASHBOOK</b>			<b>£145,317.50</b>			
Represented by bank balances	Lloyds		£80,571.27			
	Natwest		£64,636.90			
	<b>Total balances</b>		<b>£145,208.17</b>			
Less unrepresented cheques & SO			£0.00			
			£0.00			
Add uncredited receipts			£0.00			
<b>RECONCILED BALANCE</b>			<b>£145,208.17</b>			

